



2001 National DOE/Contractors  
EEO and Diversity Training Seminar

May 14th — 16th, 2001

Adam's Mark Hotel  
Denver, Colorado

**2001 EEO/Diversity  
Awards Information  
Package**

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# **THE 2001 EEO/DIVERSITY AWARDS**

## **– Executive Summary –**

*The U.S. Department of Energy (DOE) recognizes that becoming a leader in today's competitive environment requires ethical and quality business practices. DOE has committed to ensure that Diversity plays a critical role in its overall business operations. Creating an atmosphere that fully utilizes the talents and capabilities of a diverse work force is critical to the success of the Department.*

*To achieve a safe and productive environment, the Department maintains a strict policy of zero tolerance for discrimination or harassment in any form. Discrimination based on race, color, religion, gender, age, national origin, disability, or sexual orientation violates the law and/or DOE policy, and does not make good business sense. As Secretary Bill Richardson observed, "By tapping the talents of our increasingly diverse communities, the Department is building a stronger foundation for itself and for the Nation."*

*To recognize organizations which have demonstrated leadership in Equal Employment Opportunity (EEO) and Diversity, the DOE Office of Civil Rights and Diversity has developed the **EEO/Diversity Award Program**. The program is open to all DOE Federal organizations, DOE laboratories and Managing and Operating (M&O)/Management & Integration (M&I)/Support Services Contractors.*

*The Awards Panel may give up to **Three Awards** in each category: (1) Federal; and (2) contractor.*

*Award applications will be reviewed by a panel composed of DOE Federal and contractor employees, based on the information contained in the application. Additionally, applicants may be asked to provide an exhibit at the conference.*

*Award winners will be announced at DOE's Annual Diversity Conference. This year's conference will be hosted by the DOE Office of Civil Rights and Diversity, Rocky Flats Field Office (RFFO), in Denver, Colorado, on May 14 - 16, 2001. Co-sponsors for the event include the DOE Office of Civil Rights and Diversity, RFFO, Western Area Power Administration (WAPA), the Golden Field Office, the Denver Regional Office, the Kaiser-Hill Company, and the National Renewable Energy Lab (NREL).*

*Celebrate our Diversity by recognizing those organizations which contribute to the*

*successes of the Department.*

## **THE 2001 EEO/DIVERSITY AWARDS: GENERAL INFORMATION**

The EEO/Diversity Awards recognize accomplishments in EEO and Diversity practices. These Awards acknowledge the efforts of Federal organizations and contractors who have achieved an inclusive and effective workplace that contributes to the Department's mission through effective EEO practices and Diversity programs. The organizations serve as outstanding examples of EEO/Diversity organizations, exhibiting "champion" programs and systems which serve as role models for others. Organizations recognized have demonstrated high performance with superior results. These organizations have demonstrated strong evidence of fact-based improvement process with full implementation of results, and strong evidence of industry and benchmark leadership in many areas. These organizations continue to improve and build upon outstanding results and distinguished systems.

The Awards Panel will consist of examiners chosen from the Energy complex, including contractor personnel. The Panel will review the applications, and will score them utilizing the evaluation criteria detailed in this application package.

***This year's application uses new, streamlined criteria. The new criteria are designed to better emphasize the key factors which demonstrate leadership in EEO and Diversity.***

The Awards Panel may choose to conduct site visits and/or interviews for any or all applicants.

The Awards Panel may select up to three (3) organizations in each category – 3 Federal organizations and 3 DOE laboratory or M&O/M&I/Support Services Contractors – to receive an award. Winners will be announced during the Annual DOE EEO/Diversity Conference, to be held in Denver, CO, on May 14 - 16, 2001. Winners will be notified in advance, and should plan to be present **and to exhibit** at the Conference. (Other applicants may also be asked to exhibit, as space allows.)

The Awards Panel will provide individual, written feedback to all applicants regarding the merits of their application.

## **ELIGIBILITY**

The DOE EEO/Diversity Awards Program is open to all DOE Federal elements, laboratories, and M&O/M&I/Support Services Contractors who meet the following criteria:

The organization is a DOE Principal Secretarial Officer (i.e., an organization whose leader reports to the Office of the Secretary), or

The organization is a Field Operations Office with at least 100 full-time Federal employees, or

The organization is a DOE laboratory, or DOE M&O/M&I/Support Services Contractor with at least 100 full-time employees.

Applications by organizations which do not satisfy at least one of these criteria will not be considered. Organizations having a number of elements which could qualify as applicants are encouraged to combine the elements in sensible ways to reduce the number of applications while according recognition to deserving units.

## **APPLICATION PROCEDURES**

Organizations wishing to apply for the DOE EEO/Diversity Awards should prepare a written submission (the application) addressing the criteria contained in this application package.

Statements should be concise and quantitative, where possible, and should be supported by facts and objective information. Unsupported assertions will receive no credit. Care should be taken to fully define terminology specific to the business of the organization. If acronyms are used, define them and provide a glossary. Scoring will be based on the weights assigned to each of the criteria.

Applications should contain no classified information, should stand on their own and should assume the Awards Panel has no prior knowledge of the organization. It is therefore essential that a brief overview of the organization be included with the application. The organizational overview will set the stage for the evaluation, and will assist the examiners to understand what is relevant and

important to the applicant's operations. The overview should include the following information about the applicant's organization:

- Its mission, products, and services
- Its current organizational structure

In addition, applications should contain the following specific information:

- The name, address, and phone number of the Federal organization, DOE laboratory or M&O/M&I/Support Services Contractor submitting the application.
- The name, title, address and phone number of the point of contact of the Federal organization, DOE Laboratory or M&O/M&I/Support Services Contractor submitting the application.
- Approval of the manager of the Federal organization, DOE laboratory, or M&O/M&I/Support Services Contractor submitting the application.

Applications must be printed in no smaller than 12 point font, and **must not exceed eight (8) pages in length** (including organizational overview and accomplishments summary, charts, graphs, and quality vision statement, if any). **Applications exceeding eight (8) pages will not be considered.** Please do not submit films, videotapes, viewgraphs, or other non-printed material.

Applicants must submit **seven (7) copies** of their application by March 2, 2001. Only those applications postmarked on or before March 2, 2001 will be accepted. Applications should be sent to:

DOE EEO/Diversity Awards Program  
Attn: Neil Schuldenfrei  
Office of Civil Rights and Diversity  
U. S. Department of Energy  
1000 Independence Avenue, S.W., Room 5B-168  
Washington, D.C. 20585

**Failure to submit seven (7) copies of the application may result in the disqualification of the application.** Late applications will not be considered. (We regret that the Awards program can not be responsible for applications which are timely postmarked, but which are lost or unduly delayed in delivery.)

## KEY DATES

Phase	Date
Applications due	March 2, 2001
Presentation of Awards	May 14-16, 2001

## EVALUATION CRITERIA

The eight (8) evaluation criteria are designed to measure key aspects of an applicant's EEO/Diversity program, with an emphasis on results. Maximum potential score: 300 points. ***Applicants should address each of these evaluation criteria individually, and in the order presented herein.***

**1. ACCOUNTABILITY (30 points):**

Describe how the organization holds senior managers accountable for evaluating the organization's EEO/Diversity performance, reinforcing the organization's EEO/Diversity policies, and improving the leadership systems.

**2. EMPLOYEE TRAINING (30 points):**

Describe how the organization's work environment and recognition programs enable and encourage all employees to contribute effectively to achieving the organization's objectives of managing EEO/Diversity. In addressing the following factors, describe how systems, programs, and processes are designed, organized, and managed to ensure the achievement of EEO/Diversity goals.

**3. RECOGNITION (30 points):**

Describe measures taken to ensure the full utilization of employee education, training and career development to support diversity goals.

*(Evaluation Criteria continued on following page)*

**4. ENVIRONMENTAL JUSTICE (30 points):**

Describe efforts by the organization and its employees to promote effective Environmental Justice Programs or similar environmental activities.

**5. EEO/DIVERSITY IN EMPLOYMENT (50 points):**

Provide evidence of accomplishments in EEO/Diversity in employment.

- Provide demographics of metropolitan statistical area and/or related data.
- Provide organization hierarchy and percent of minorities and women in senior-level positions or GS 14 and above.
- Provide achievement of goals for underutilized job groups, and describe how you ensure a diverse applicant pool.

**6. EEO/DIVERSITY IN EDUCATION (50 points):**

Provide evidence of accomplishments in EEO/Diversity in education, to include HBCUs and MEIs.

**7. EEO/DIVERSITY IN PROCUREMENT (50 points):**

Provide total procurement dollars, and percent given to women-owned, small business and small disadvantaged business; provide a statement of DOE goals.

**8. EEO/DIVERSITY IN PARTNERSHIPS & OUTREACH (30 points):**

Provide evidence of:

- Partnerships with local, regional, and national organizations and DOE contractors which foster EEO/Diversity goals.
- Other forms of outreach to the local community.



## **FOR FURTHER INFORMATION**

For further information concerning the Awards program or the application process, please contact:

Neil Schuldenfrei  
202/586-5687  
e-mail: [Neil.Schuldenfrei@hq.doe.gov](mailto:Neil.Schuldenfrei@hq.doe.gov)

You may also download additional copies of this application by accessing our web page at [www.hr.doe.gov/ed/ocr](http://www.hr.doe.gov/ed/ocr).